Check-In Process for Physics and Astronomy NewPeople
Staff/Faculty/Students

When does the Main Office need to know about the arrival of NewPeople?
THE MAIN OFFICE MUST BE INFORMED AT LEAST TWO WEEKS BEFORE ARRIVAL

Definition of NewPeople:
- officially appointed by state or Research Foundation with or without salary
- undergraduate and graduate students
- staff/faculty/student already a member of the department but new to your group

(Affiliates or volunteers without official appointment status are 'Friends of the Department' and are not 'NewPeople'; Maria Hofer enters this data in the campus PeopleSoft database; Sara Lutterbie does NOT enter this data into PhyAstDataBase.)

Why does the Main Office need to know about NewPeople?
- The department PhyAstDataBase information populates fields on the department web page and thus accuracy is important.
- Department e-mail distribution lists are driven by Phy/AstDataBase information.
- NewPeople must be issued keys; the department needs to know building occupants.
- NewPeople must obtain a campus ID# before keys can be issued.
- NewPeople need mailboxes, computer hook-up, office space, etc.

Who needs to know about NewPeople?
Sara Lutterbie is the Main Office point person to vet and distribute NewPeople information to:

1. Sara Lutterbie:
   - enter data on department PhyAstDataBase
   - issue keys once office space is assigned by Bob Segnini
   - issue copy card

2. Bob Segnini:
   - To insure office space is available
   - To procure keys that must be fabricated via the Campus Lock Shop
   - To insure office phone is available
   - To insure Ethernet connection is available

3. Maria Hofer:
   - To assign mailbox
   - To notify NewPerson of mailbox location

Who gives the information to Sara about NewPeople?
- Staff/Faculty: New staff and faculty complete a 'Check-in Form for Staff/Faculty' (attached)
- Undergraduates: Elaine Larsen emails information to Sara Lutterbie.
- Graduate Students: Patricia Peiliker gives information to Sara Lutterbie.

Ground Rules.
1. **DataBase**: Sara Lutterbie enters data into PhyAstDataBase with information from:
   - ‘Ck-In Staff/Faculty Form’
   - email or paper list from Elaine Larsen for undergraduate students
   - email or paper list from Pat Peiliker for graduate students

2. **Keys, copy cards, mailboxes**: are issued only if the individual’s data has been entered into PhyAstDataBase.

3. **IP #’s**: may be issued to visitors who are not listed in the PhyAstDataBase. Required for issuing any IP#:
   - name of computer
   - office floor, room
   - type of computer (Linux, Unix, Windows, Mac, etc)
   - name of research group if relevant
   - physical address of the computer
     (To get the physical address in Windows XP, Windows 2000, or Windows NT, open a command prompt window (Start->Programs->Accessories->Command Prompt), and enter ipconfig/all. On other versions of Windows, enter Start->Run and enter the command winipcfg. The physical address is six pairs of hexadecimal digits separated by hyphens (it may be labeled either Physical Address or Adapter Address, and is often referred to as the MAC address). You may need to select the Ethernet interface in this window; it often shows the PPP interface by default.)

4. **Web page and Email distribution lists**: NewPerson will receive email from the department from a distribution list that Kim-Kwee Ng is in charge of updating by means of receiving latest copy of PhyAstDataBase from Sara Lutterbie.